

GENERAL SERVICES ADMINISTRATION

TRANSMITTAL LETTER NO. 1

Washington 25, D. C.

December 6, 1951

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION
TITLE 3, FEDERAL RECORDS

To: Heads of Federal Agencies

1. Material Transmitted

Attached are Chapters I and IV of Title 3, Federal Records, Regulations of the General Services Administration. Chapter I contains General Provisions and Chapter IV prescribes regulations governing the Disposition of Federal Records.

This is the first issuance of Regulations of the General Services Administration in codified form, announcement of which was contained in General Services Administration Circular No. 28, dated October 4, 1951.

2. Supplies of Forms

Standard Forms 115, Request for Authority to Dispose of Records, and 115a, Continuation Sheet, and GSA Forms 467, Annual Statistical Summary of Records Holdings, and 468, Agency Records Center Annual Report, are prescribed by these Regulations. Supplies of the standard forms may be obtained on and after December 20, 1951, by the submission of purchase orders to the appropriate GSA Federal Supply Center. Supplies of the GSA Forms may be obtained, upon request, from the Office Services and Supply Division, Office of Management, General Services Administration, Washington 25, D. C.

3. Completion of Title 3

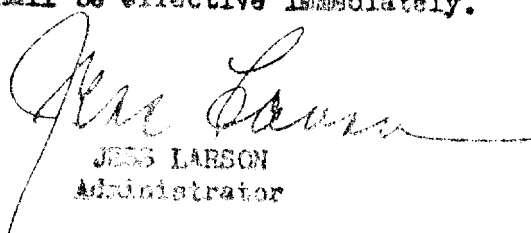
Chapter II, Creation of Records, Chapter III, Organization, Maintenance, and Use of Records, and Sections 102 and 103 of Chapter IV, are in process of preparation and will be issued at an early date.

4. Rescissions

Regulations of the National Archives Council, adopted July 29, 1949 (14 F.R. 5405), and the Resolution concerning the Transfer of Records to the National Archives, adopted by the National Archives Council November 9, 1944, are hereby superseded.

5. Effective Date

The Regulations transmitted herewith shall be effective immediately.


JESS LARSON
Administrator